

		FOR OHF USE					

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**2001**  
**STATE OF ILLINOIS**  
**DEPARTMENT OF PUBLIC AID**  
**FINANCIAL AND STATISTICAL REPORT FOR**  
**LONG-TERM CARE FACILITIES**  
**(FISCAL YEAR 2001)**

IMPORTANT NOTICE  
 THIS AGENCY IS REQUESTING DISCLOSURE OF INFORMATION  
 THAT IS NECESSARY TO ACCOMPLISH THE STATUTORY  
 PURPOSE AS OUTLINED IN 210 ILCS 45/3-208. DISCLOSURE  
 OF THIS INFORMATION IS MANDATORY. FAILURE TO PROVIDE  
 ANY INFORMATION ON OR BEFORE THE DUE DATE WILL  
 RESULT IN CESSATION OF PROGRAM PAYMENTS. THIS FORM  
 HAS BEEN APPROVED BY THE FORMS MANAGEMENT CENTER.

<p><b>I. IDPH Facility ID Number:</b> <u>0041525</u></p> <p><b>Facility Name:</b> <u>HERITAGE MANOR-LITCHFIELD</u></p> <p><b>Address:</b> <u>628 SOUTH ILLINOIS AVENUE</u> <u>LITCHFIELD</u> <u>61701</u>          Number City Zip Code</p> <p><b>County:</b> <u>MONTGOMERY</u></p> <p><b>Telephone Number:</b> <u>( 217 ) 324-2153</u> <b>Fax # ( )</b></p> <p><b>IDPA ID Number:</b> <u>370909086018</u></p> <p><b>Date of Initial License for Current Owners:</b> <u>03/01/96</u></p> <p><b>Type of Ownership:</b></p> <table border="0"> <tr> <td><input type="checkbox"/> VOLUNTARY, NON-PROFIT</td> <td><input checked="" type="checkbox"/> PROPRIETARY</td> <td><input type="checkbox"/> GOVERNMENTAL</td> </tr> <tr> <td><input type="checkbox"/> Charitable Corp.</td> <td><input type="checkbox"/> Individual</td> <td><input type="checkbox"/> State</td> </tr> <tr> <td><input type="checkbox"/> Trust</td> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> County</td> </tr> <tr> <td><b>IRS Exemption Code</b> _____</td> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> "Sub-S" Corp.</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Limited Liability Co.</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Trust</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other _____</td> <td></td> </tr> </table> <p><b>In the event there are further questions about this report, please contact:</b>  <b>Name:</b> <u>CRAIG L. ATER</u> <b>Telephone Number:</b> <u>( 309 ) 823-7135</u></p>	<input type="checkbox"/> VOLUNTARY, NON-PROFIT	<input checked="" type="checkbox"/> PROPRIETARY	<input type="checkbox"/> GOVERNMENTAL	<input type="checkbox"/> Charitable Corp.	<input type="checkbox"/> Individual	<input type="checkbox"/> State	<input type="checkbox"/> Trust	<input type="checkbox"/> Partnership	<input type="checkbox"/> County	<b>IRS Exemption Code</b> _____	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other _____		<input checked="" type="checkbox"/> "Sub-S" Corp.			<input type="checkbox"/> Limited Liability Co.			<input type="checkbox"/> Trust			<input type="checkbox"/> Other _____		<p><b>II. CERTIFICATION BY AUTHORIZED FACILITY OFFICER</b></p> <p>I have examined the contents of the accompanying report to the State of Illinois, for the period from <u>01/01/01</u> to <u>12/31/01</u> and certify to the best of my knowledge and belief that the said content: are true, accurate and complete statements in accordance with applicable instructions. Declaration of preparer (other than provider) is based on all information of which preparer has any knowledge</p> <p>Intentional misrepresentation or falsification of any information in this cost report may be punishable by fine and/or imprisonment</p> <table border="1"> <tr> <td rowspan="2"><b>Officer or Administrator of Provider</b></td> <td>(Signed) _____ (Date) _____</td> </tr> <tr> <td>(Type or Print Name) <u>CRAIG L. ATER</u></td> </tr> <tr> <td rowspan="4"><b>Paid Preparer</b></td> <td>(Title) <u>SENIOR V.P. FINANCE</u></td> </tr> <tr> <td>(Signed) _____ (Date) _____</td> </tr> <tr> <td>(Print Name and Title) _____</td> </tr> <tr> <td>(Firm Name &amp; Address) _____</td> </tr> <tr> <td></td> <td>(Telephone) <u>( 309 ) 823-7135</u> Fax # ( ) _____</td> </tr> </table> <p align="right"> <b>MAIL TO: OFFICE OF HEALTH FINANCE</b>  <b>ILLINOIS DEPARTMENT OF PUBLIC AID</b>          201 S. Grand Avenue East          Springfield, IL 62763-0001 Phone # (217) 782-1630       </p>	<b>Officer or Administrator of Provider</b>	(Signed) _____ (Date) _____	(Type or Print Name) <u>CRAIG L. ATER</u>	<b>Paid Preparer</b>	(Title) <u>SENIOR V.P. FINANCE</u>	(Signed) _____ (Date) _____	(Print Name and Title) _____	(Firm Name & Address) _____		(Telephone) <u>( 309 ) 823-7135</u> Fax # ( ) _____
<input type="checkbox"/> VOLUNTARY, NON-PROFIT	<input checked="" type="checkbox"/> PROPRIETARY	<input type="checkbox"/> GOVERNMENTAL																																	
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Facility Name & ID Number HERITAGE MANOR-LITCHFIELD# 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01

## III. STATISTICAL DATA

A. Licensure/certification level(s) of care; enter number of beds/bed days,  
(must agree with license). Date of change in licensed beds \_\_\_\_\_

	1	2	3	4	
	Beds at Beginning of Report Period	Licensure Level of Care	Beds at End of Report Period	Licensed Bed Days During Report Period	
1	<u>102</u>	Skilled (SNF)	<u>118</u>	<u>43,070</u>	1
2		Skilled Pediatric (SNF/PED)			2
3	<u>0</u>	Intermediate (ICF)	<u>0</u>	<u>0</u>	3
4		Intermediate/DD			4
5	<u>0</u>	Sheltered Care (SC)	<u>0</u>	<u>0</u>	5
6		ICF/DD 16 or Less			6
7	<u>102</u>	TOTALS	<u>118</u>	<u>43,070</u>	7

## B. Census-For the entire report period.

	1	2	3	4	5	
	Level of Care	Patient Days by Level of Care and Primary Source of Payment				
		Public Aid Recipient	Private Pay	Other	Total	
8	SNF	<u>18,728</u>	<u>10,924</u>	<u>1,738</u>	<u>31,390</u>	8
9	SNF/PED					9
10	ICF					10
11	ICF/DD					11
12	SC	<u>0</u>	<u>0</u>	<u>0</u>		12
13	DD 16 OR LESS					13
14	TOTALS	<u>18,728</u>	<u>10,924</u>	<u>1,738</u>	<u>31,390</u>	14

C. Percent Occupancy. (Column 5, line 14 divided by total licensed  
bed days on line 7, column 4.) 72.88%

D. How many bed-hold days during this year were paid by Public Aid?

0 (Do not include bed-hold days in Section B.)

E. List all services provided by your facility for non-patients.

(E.g., day care, "meals on wheels", outpatient therapy)

none

F. Does the facility maintain a daily midnight census? \_\_\_\_\_

G. Do pages 3 & 4 include expenses for services or  
investments not directly related to patient care?YES ☐ NO ☒

H. Does the BALANCE SHEET (page 17) reflect any non-care assets?

YES ☐ NO ☒

I. On what date did you start providing long term care at this location?

Date started 1996

J. Was the facility purchased or leased after January 1, 1978?

YES ☒ Date 1996 NO ☐

K. Was the facility certified for Medicare during the reporting year?

YES ☒ NO ☐ If YES, enter number  
of beds certified \_\_\_\_\_ and days of care provided 1,738Medicare Intermediary Mutual of Omaha

## IV. ACCOUNTING BASIS

ACCUAL ☐ MODIFIED  
CASH\* ☐ CASH\* ☐Is your fiscal year identical to your tax year? YES ☒ NO ☐

Tax Year: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

\* All facilities other than governmental must report on the accrual basis.

Print Preview

	G/L	RECAP CENSUS	DIFF
PP	11295	11295	0
IPA	18828	18828	0
medicare	1738	1738	0
	31861	31861	
IPA BEDHOLDS	100		
PP BEDHOLDS	96		
PP CONVERS	275		

## STATE OF ILLINOIS

Page 3

Facility Name & ID Number      HERITAGE MANOR-LITCHFIELD      #      0041525      Report Period Beginning:      01/01/01      Ending:      12/31/01  
**V. COST CENTER EXPENSES (throughout the report, please round to the nearest dollar)**

	Operating Expenses	Costs Per General Ledger				Reclass- ification 5	Reclassified Total 6	Adjust- ments 7	Adjusted Total 8	FOR OHF USE ONLY		
		Salary/Wage 1	Supplies 2	Other 3	Total 4					9	10	
	<b>A. General Services</b>											
1	Dietary	129,371	14,351	0	143,722		143,722	3,153	146,875			1
2	Food Purchase		157,888		157,888		157,888	(803)	157,085			2
3	Housekeeping	71,913	13,717		85,630		85,630	0	85,630			3
4	Laundry	38,996	19,608		58,604		58,604	0	58,604			4
5	Heat and Other Utilities			84,664	84,664		84,664	1,284	85,948			5
6	Maintenance	40,266	26,812	19,448	86,526		86,526	10,113	96,639			6
7	Other (specify):*							0				7
8	<b>TOTAL General Services</b>	280,546	232,376	104,112	617,034		617,034	13,747	630,781			8
	<b>B. Health Care and Programs</b>											
9	Medical Director			825	825		825	0	825			9
10	Nursing and Medical Records	1,003,392	36,691	3,777	1,043,860		1,043,860	0	1,043,860			10
10a	Therapy		85,424	80,968	166,392	(184,608)	(18,216)	92,109	73,893			10a
11	Activities	39,327	1,837	0	41,164		41,164	0	41,164			11
12	Social Services	64,808	0	2,271	67,079		67,079	0	67,079			12
13	Nurse Aide Training	3,502	2,393		5,895		5,895	1,885	7,780			13
14	Program Transportation							0				14
15	Other (specify):*							0				15
16		1,111,029	126,345	87,841	1,325,215	(184,608)	1,140,607	93,994	1,234,601			16
	<b>C. General Administration</b>											
17	Administrative	58,179			58,179		58,179	27,947	86,126			17
18	Directors Fees							4,376	4,376			18
19	Professional Services			204,826	204,826		204,826	(189,229)	15,597			19
20	Dues, Fees, Subscriptions & Promotions			74,727	74,727	(55,845)	18,882	(6,675)	12,207			20
21	Clerical & General Office Expenses	59,177	8,653	14,163	81,993		81,993	151,747	233,740			21
22	Employee Benefits & Payroll Taxes			254,801	254,801		254,801	21,540	276,341			22
23	Inservice Training & Education			358	358		358	827	1,185			23
24	Travel and Seminar			6,550	6,550		6,550	(4,551)	1,999			24
25	Other Admin. Staff Transportation							0				25
26	Insurance-Prop.Liab.Malpractice			23,719	23,719		23,719	1,550	25,269			26
27	Other (specify):*			21,829	21,829		21,829	(21,676)	153			27
28	<b>TOTAL General Administration</b>	117,356	8,653	600,973	726,982	(55,845)	671,137	(14,144)	656,993			28
29	<b>TOTAL Operating Expense (sum of lines 8, 16 &amp; 28)</b>	1,508,931	367,374	792,926	2,669,231	(240,453)	2,428,778	93,597	2,522,375			29

\*Attach a schedule if more than one type of cost is included on this line, or if the total exceeds \$1000

NOTE: Include a separate schedule detailing the reclassifications made in column 5. Be sure to include a detailed explanation of each reclassification

Print Preview

Facility Name & ID Number **HERITAGE MANOR-LITCHFIELD** # **0041525** Report Period Beginning: **01/01/01** Ending: **12/31/01**

## V. COST CENTER EXPENSES (continued)

	Capital Expense	Cost Per General Ledger				Reclass- ification	Reclassified Total	Adjust- ments	Adjusted Total	FOR OHF USE ONLY		
		Salary/Wage	Supplies	Other	Total					9	10	
	D. Ownership	1	2	3	4	5	6	7	8			
30	Depreciation			128,174	128,174		128,174	6,798	134,972			30
31	Amortization of Pre-Op. & Org.							0				31
32	Interest			268,144	268,144		268,144	(90)	268,054			32
33	Real Estate Taxes			60,299	60,299		60,299	0	60,299			33
34	Rent-Facility & Grounds			0				7,245	7,245			34
35	Rent-Equipment & Vehicles			8,398	8,398		8,398	11,707	20,105			35
36	Other (specify):*							0				36
37	TOTAL Ownership			465,015	465,015		465,015	25,660	490,675			37
	Ancillary Expense											
	E. Special Cost Centers											
38	Medically Necessary Transportation							0				38
39	Ancillary Service Centers					184,608	184,608	0	184,608			39
40	Barber and Beauty Shops	10,602	347	1,254	12,203		12,203	0	12,203			40
41	Coffee and Gift Shops							0				41
42	Provider Participation Fee					55,845	55,845	0	55,845			42
43	Other (specify):*							0				43
44	TOTAL Special Cost Centers	10,602	347	1,254	12,203	240,453	252,656		252,656			44
45	GRAND TOTAL COST (sum of lines 29, 37 & 44)	1,519,533	367,721	1,259,195	3,146,449	0	3,146,449	119,257	3,265,706			45

\*Attach a schedule if more than one type of cost is included on this line, or if the total exceeds \$1000.

Print Preview

**FOR LINES 1 THRU 28, ENTER ONLY ONE LINE REFERENCE PER ROW. IF SIMILAR ADJUSTMENTS ARE MADE TO MORE THAN ONE LINE, ENTER THE ADDITIONAL ADJUSTMENTS ON LINE 29 OF THIS SCHEDULE AND DETAIL THEM ON PAGE 5A.**

Facility Name & ID Number **HERITAGE MANOR-LITCHFIELD** # **0041525** STATE OF ILLINOIS Report Period Beginning: **01/01/01** Ending: **12/31/01** Page 5  
**VI. ADJUSTMENT DETAIL** A. The expenses indicated below are non-allowable and should be adjusted out of Schedule V, pages 3 or 4 via column 7  
In column 2 below, reference the line on which the particular cost was included. (See instructions.)

		1 Amount	2 Refer- ence	3 OHF USE ONLY	
	<b>NON-ALLOWABLE EXPENSES</b>				
1	Day Care	\$		\$	1
2	Other Care for Outpatients				2
3	Governmental Sponsored Special Programs				3
4	Non-Patient Meals				4
5	Telephone, TV & Radio in Resident Rooms	(3,425)	35		5
6	Rented Facility Space	0	34		6
7	Sale of Supplies to Non-Patients				7
8	Laundry for Non-Patients				8
9	Non-Straightline Depreciation	0	30		9
10	Interest and Other Investment Income	(3)	32		10
11	Discounts, Allowances, Rebates & Refunds				11
12	Non-Working Officer's or Owner's Salary				12
13	Sales Tax	(803)	2		13
14	Non-Care Related Interest		32		14
15	Non-Care Related Owner's Transactions	0	33		15
16	Personal Expenses (Including Transportation)		24		16
17	Non-Care Related Fees	(492)	20		17
18	Fines and Penalties				18
19	Entertainment	(10,426)	24		19
20	Contributions	(180)	27		20
21	Owner or Key-Man Insurance				21
22	Special Legal Fees & Legal Retainers	0	19		22
23	Malpractice Insurance for Individuals				23
24	Bad Debt	(21,496)	27		24
25	Fund Raising, Advertising and Promotional	(10,308)	20		25
26	Income Taxes and Illinois Personal Property Replacement Tax				26
27	Nurse Aide Training for Non-Employees	0	23		27
28	Yellow Page Advertising				28
29	Other-Attach Schedule				29
30	<b>SUBTOTAL (A): (Sum of lines 1-29)</b>	\$ (47,133)		\$	30

<b>OHF USE ONLY</b>							
48		49	50	51	52		

B. If there are expenses experienced by the facility which do not appear in the general ledger, they should be entered below.(See instructions.)

		1 Amount	2 Reference	
31	Non-Paid Workers-Attach Schedule*	\$		31
32	Donated Goods-Attach Schedule*			32
33	Amortization of Organization & Pre-Operating Expense			33
34	Adjustments for Related Organization Costs (Schedule VII)	166,390		34
35	Other- Attach Schedule			35
36	<b>SUBTOTAL (B): (sum of lines 31-35)</b> (sum of SUBTOTALS	\$ 166,390		36
37	<b>TOTAL ADJUSTMENTS (A) and (B) )</b>	\$ 119,257		37

\*These costs are only allowable if they are necessary to meet minimum licensing standards. Attach a schedule detailing the items included on these lines.

C. Are the following expenses included in Sections A to D of pages 3 and 4? If so, they should be reclassified into Section E. Please reference the line on which they appear before reclassification. (See instructions.)

		1 Yes	2 No	3 Amount	4 Reference	
38	Medically Necessary Transport.			\$		38
39						39
40	Gift and Coffee Shops					40
41	Barber and Beauty Shops					41
42	Laboratory and Radiology					42
43	Prescription Drugs					43
44	Exceptional Care Program					44
45	Other-Attach Schedule					45
46	Other-Attach Schedule					46
47	<b>TOTAL (C): (sum of lines 38-46)</b>			\$		47

Print Preview



SEE THE PROCEDURES AT THE BOTTOM OF THE WORKSHEET.  
IF THESE ARE NOT FOLLOWED, THE FORMULAS WILL NOT FUNCTION PROPERLY.

STATE OF ILLINOIS  
Facility Name & ID Number HERITAGE MANOR-LITCHFIELD # 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01  
SUMMARY OF PAGES 5, 5A, 6, 6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H AND 6I

Print Summary A

	Operating Expenses	PAGES 5 & 5A	PAGE 6	PAGE 6A	PAGE 6B	PAGE 6C	PAGE 6D	PAGE 6E	PAGE 6F	PAGE 6G	PAGE 6H	PAGE 6I	SUMMARY TOTALS (to Sch V, col.7)	
	<b>A. General Services</b>													
1	Dietary	0	0	3,153	0	0	0	0	0	0	0	0	3,153	1
2	Food Purchase	(803)	0	0	0	0	0	0	0	0	0	0	(803)	2
3	Housekeeping	0	0	0	0	0	0	0	0	0	0	0	0	3
4	Laundry	0	0	0	0	0	0	0	0	0	0	0	0	4
5	Heat and Other Utilities	0	0	1,284	0	0	0	0	0	0	0	0	1,284	5
6	Maintenance	0	0	10,113	0	0	0	0	0	0	0	0	10,113	6
7	Other (specify):*	0	0	0	0	0	0	0	0	0	0	0	0	7
8	<b>TOTAL General Services</b>	(803)	0	14,550	0	0	0	0	0	0	0	0	13,747	8
	<b>B. Health Care and Programs</b>													
9	Medical Director	0	0	0	0	0	0	0	0	0	0	0	0	9
10	Nursing and Medical Records	0	0	0	0	0	0	0	0	0	0	0	0	10
10a	Therapy	0	(3,868)	0	0	95,977	0	0	0	0	0	0	92,109	10a
11	Activities	0	0	0	0	0	0	0	0	0	0	0	0	11
12	Social Services	0	0	0	0	0	0	0	0	0	0	0	0	12
13	Nurse Aide Training	0	0	1,885	0	0	0	0	0	0	0	0	1,885	13
14	Program Transportation	0	0	0	0	0	0	0	0	0	0	0	0	14
15	Other (specify):*	0	0	0	0	0	0	0	0	0	0	0	0	15
16	<b>TOTAL Health Care and Programs</b>	0	(3,868)	1,885	0	95,977	0	0	0	0	0	0	93,994	16
	<b>C. General Administration</b>													
17	Administrative	0	0	27,947	0	0	0	0	0	0	0	0	27,947	17
18	Directors Fees	0	0	4,376	0	0	0	0	0	0	0	0	4,376	18
19	Professional Services	0	0	10,731	0	(199,960)	0	0	0	0	0	0	(189,229)	19
20	Fees, Subscriptions & Promotions	(10,800)	0	4,125	0	0	0	0	0	0	0	0	(6,675)	20
21	Clerical & General Office Expenses	0	0	151,747	0	0	0	0	0	0	0	0	151,747	21
22	Employee Benefits & Payroll Taxes	0	0	21,540	0	0	0	0	0	0	0	0	21,540	22
23	Inservice Training & Education	0	0	827	0	0	0	0	0	0	0	0	827	23
24	Travel and Seminar	(10,426)	0	5,875	0	0	0	0	0	0	0	0	(4,551)	24
25	Other Admin. Staff Transportation	0	0	0	0	0	0	0	0	0	0	0	0	25
26	Insurance-Prop.Liab.Malpractice	0	0	1,550	0	0	0	0	0	0	0	0	1,550	26
27	Other (specify):*	(21,676)	0	0	0	0	0	0	0	0	0	0	(21,676)	27
28	<b>TOTAL General Administration</b>	(42,902)	0	228,718	0	(199,960)	0	0	0	0	0	0	(14,144)	28
29	<b>TOTAL Operating Expense (sum of lines 8,16 &amp; 28)</b>	(43,705)	(3,868)	245,153	0	(103,983)	0	0	0	0	0	0	93,597	29

DO NOT USE DRAG & DROP, CUT OR MOVE COMMANDS. THEY WILL RUIN THE FORMULAS.

1. Enter the information on pages 5 and 5A.
2. For pages 6 thru 6I, the information you enter does not need to be sorted by line reference.
3. For pages 6 thru 6I, a line can be referenced as many times as needed per page.
4. For pages 6 thru 6I, related organization costs for therapy must be referenced as line number 10a.
5. The amounts in the column Q are linked to page 3.

SEE THE PROCEDURES AT THE BOTTOM OF THE WORKSHEET.  
IF THESE ARE NOT FOLLOWED, THE FORMULAS WILL NOT FUNCTION PROPERLY.

STATE OF ILLINOIS

Summary B

Facility Name & ID Number HERITAGE MANOR-LITCHFIELD

# 0041525

Report Period Beginning:

01/01/01

Ending:

12/31/01

SUMMARY OF PAGES 5, 5A, 6, 6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H AND 6I

Print Summary B

	Capital Expense	PAGES 5 & 5A	PAGE 6	PAGE 6A	PAGE 6B	PAGE 6C	PAGE 6D	PAGE 6E	PAGE 6F	PAGE 6G	PAGE 6H	PAGE 6I	SUMMARY TOTALS (to Sch V, col.7)	
	<b>D. Ownership</b>													
30	Depreciation	0	0	0	6,798	0	0	0	0	0	0	0	6,798	30
31	Amortization of Pre-Op. & Org.	0	0	0	0	0	0	0	0	0	0	0	0	31
32	Interest	(3)	0	0	(87)	0	0	0	0	0	0	0	(90)	32
33	Real Estate Taxes	0	0	0	0	0	0	0	0	0	0	0	0	33
34	Rent-Facility & Grounds	0	0	0	7,245	0	0	0	0	0	0	0	7,245	34
35	Rent-Equipment & Vehicles	(3,425)	0	0	15,132	0	0	0	0	0	0	0	11,707	35
36	Other (specify):*	0	0	0	0	0	0	0	0	0	0	0	0	36
37	<b>TOTAL Ownership</b>	<b>(3,428)</b>	<b>0</b>	<b>0</b>	<b>29,088</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,660</b>	<b>37</b>
	<b>Ancillary Expense</b>													
	<b>E. Special Cost Centers</b>													
38	Medically Necessary Transportation	0	0	0	0	0	0	0	0	0	0	0	0	38
39	Ancillary Service Centers	0	0	0	0	0	0	0	0	0	0	0	0	39
40	Barber and Beauty Shops	0	0	0	0	0	0	0	0	0	0	0	0	40
41	Coffee and Gift Shops	0	0	0	0	0	0	0	0	0	0	0	0	41
42	Provider Participation Fee	0	0	0	0	0	0	0	0	0	0	0	0	42
43	Other (specify):*	0	0	0	0	0	0	0	0	0	0	0	0	43
44	<b>TOTAL Special Cost Centers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>
	<b>GRAND TOTAL COST</b>													
45	(sum of lines 29, 37 & 44)	(47,133)	(3,868)	245,153	29,088	(103,983)	0	0	0	0	0	0	119,257	45

DO NOT USE DRAG & DROP, CUT OR MOVE COMMANDS. THEY WILL RUIN THE FORMULAS.

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3. For pages 6 thru 6I, a line can be referenced as many times as needed per page.
4. For pages 6 thru 6I, related organization costs for therapy must be referenced as line number 10a.
5. The amounts in the column Q are linked to page 4.





SEE THE PROCEDURES AT THE BOTTOM OF THE WORKSHEET. IF THESE ARE NOT FOLLOWED, THE FORMULAS ON THE SUMMARY PAGES WILL NOT FUNCTION PROPERLY.

STATE OF ILLINOIS

Page 6A

Facility Name & ID Number HERITAGE MANOR-LITCHFIELD # 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01

VII. RELATED PARTIES (continued)

B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference:	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization	Adjustments for Related Organization Costs (7 minus 4)	
15	V	1 Dietary	\$	Heritage Enterprises, Inc.	100.00%	\$ 3,153	\$ 3,153	15
16	V	2 Food Purchase				0		16
17	V	3 Housekeeping				0		17
18	V	4 Laundry				0		18
19	V	5 Heat & Other Utilities				1,284	1,284	19
20	V	6 Maintenance				10,113	10,113	20
21	V	7 Other				0		21
22	V	9 Medical Director				0		22
23	V	10 Nursing & Medical Records				0		23
24	V	11 Activities				0		24
25	V	12 Social Service				0		25
26	V	13 Nurse Aide Training				1,885	1,885	26
27	V	14 Program Transportation				0		27
28	V	15 Other				0		28
29	V	17 Administrative				27,947	27,947	29
30	V	18 Directors Fees				4,376	4,376	30
31	V	19 Professional Services				10,731	10,731	31
32	V	20 Fees, Subscription, Promotions				4,125	4,125	32
33	V	21 Clerical & General Office Expenses				151,747	151,747	33
34	V	22 Employee Benefits & Payroll Taxes				21,540	21,540	34
35	V	23 Inservice Training & Education				827	827	35
36	V	24 Travel and Seminar				5,875	5,875	36
37	V	25 Other Admin. Staff Transportation				0		37
38	V	26 Insurance-Prop.Liab.Malpract				1,550	1,550	38
39	Total		\$			\$ 245,153	\$ * 245,153	39

Sum\_6A

3153

1284

10113

1885

27947

4376

10731

4125

151747

21540

827

5875

1550

\* Total must agree with the amount recorded on line 34 of Schedule VI.

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5. The adjustments entered on this page will automatically transfer to the summary pages.

Facility Name &amp; ID Number HERITAGE MANOR-LITCHFIELD # 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01

## VII. RELATED PARTIES (continued)

- B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization		
15	V	27 Other	\$	Heritage Enterprises, Inc.	100.00%	\$ 0	\$	15
16	V	30 Depreciation				6,798	6,798	16
17	V	31 Amortization of Pre-Op & Org				0		17
18	V	32 Interest				(87)	(87)	18
19	V	33 Real Estate Taxes				0		19
20	V	34 Rent-Facility & Grounds				7,245	7,245	20
21	V	35 Rent-Equipment & Vehicles				15,132	15,132	21
22	V	36 Other				0		22
23	V	38 Medically Nec Transportation				0		23
24	V	39 Ancillary Service Centers				0		24
25	V	40 Barber and Beauty Shops				0		25
26	V	41 Coffee and Gift Shops				0		26
27	V	42 Other				0		27
28	V							28
29	V							29
30	V							30
31	V							31
32	V							32
33	V							33
34	V							34
35	V							35
36	V							36
37	V							37
38	V							38
39	Total		\$			\$ 29,088	\$ * 29,088	39

Sum\_6B

6798

-87

7245

15132

\* Total must agree with the amount recorded on line 34 of Schedule VI.

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## VII. RELATED PARTIES (continued)

- B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization		
15	V	19 Adjustment for Related Organization	\$ 199,960	Heritage Enterprises, Inc.		\$	\$ (199,960)	15
16	V							16
17	V	10a Adjustment for Related Organization	85,083	Green Tree Pharmacy	100.00%	181,060	95,977	17
18	V							18
19	V							19
20	V							20
21	V							21
22	V							22
23	V							23
24	V							24
25	V							25
26	V							26
27	V							27
28	V							28
29	V							29
30	V							30
31	V							31
32	V							32
33	V							33
34	V							34
35	V							35
36	V							36
37	V							37
38	V							38
39	Total		\$ 285,043			\$ 181,060	\$ * (103,983)	39

\* Total must agree with the amount recorded on line 34 of Schedule VI.

**DO NOT USE DRAG & DROP, CUT OR MOVE COMMANDS. THEY WILL RUIN THE FORMULAS.**

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Sum\_6C

-199960

95977

## VII. RELATED PARTIES (continued)

- B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization		
15	V		\$			\$	\$	15
16	V							16
17	V							17
18	V							18
19	V							19
20	V							20
21	V							21
22	V							22
23	V							23
24	V							24
25	V							25
26	V							26
27	V							27
28	V							28
29	V							29
30	V							30
31	V							31
32	V							32
33	V							33
34	V							34
35	V							35
36	V							36
37	V							37
38	V							38
39	Total		\$			\$	\$ *	39

Sum\_6D

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SEE THE PROCEDURES AT THE BOTTOM OF THE WORKSHEET. IF THESE ARE NOT FOLLOWED, THE FORMULAS ON THE SUMMARY PAGES WILL NOT FUNCTION PROPERLY.

STATE OF ILLINOIS

Page 6E

Facility Name &amp; ID Number HERITAGE MANOR-LITCHFIELD # 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01

## VII. RELATED PARTIES (continued)

- B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization		
15	V		\$			\$	\$	15
16	V							16
17	V							17
18	V							18
19	V							19
20	V							20
21	V							21
22	V							22
23	V							23
24	V							24
25	V							25
26	V							26
27	V							27
28	V							28
29	V							29
30	V							30
31	V							31
32	V							32
33	V							33
34	V							34
35	V							35
36	V							36
37	V							37
38	V							38
39	Total		\$			\$	\$ *	39

Sum\_6E

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STATE OF ILLINOIS

Page 6F

Facility Name &amp; ID Number HERITAGE MANOR-LITCHFIELD # 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01

## VII. RELATED PARTIES (continued)

- B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization		
15	V		\$			\$	\$	15
16	V							16
17	V							17
18	V							18
19	V							19
20	V							20
21	V							21
22	V							22
23	V							23
24	V							24
25	V							25
26	V							26
27	V							27
28	V							28
29	V							29
30	V							30
31	V							31
32	V							32
33	V							33
34	V							34
35	V							35
36	V							36
37	V							37
38	V							38
39	Total		\$			\$	\$ *	39

Sum\_6F

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## VII. RELATED PARTIES (continued)

- B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization		
15	V		\$			\$	\$	15
16	V							16
17	V							17
18	V							18
19	V							19
20	V							20
21	V							21
22	V							22
23	V							23
24	V							24
25	V							25
26	V							26
27	V							27
28	V							28
29	V							29
30	V							30
31	V							31
32	V							32
33	V							33
34	V							34
35	V							35
36	V							36
37	V							37
38	V							38
39	Total		\$			\$	\$ *	39

Sum\_6G

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STATE OF ILLINOIS

Page 6H

Facility Name &amp; ID Number HERITAGE MANOR-LITCHFIELD # 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01

## VII. RELATED PARTIES (continued)

- B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization		
15	V		\$			\$	\$	15
16	V							16
17	V							17
18	V							18
19	V							19
20	V							20
21	V							21
22	V							22
23	V							23
24	V							24
25	V							25
26	V							26
27	V							27
28	V							28
29	V							29
30	V							30
31	V							31
32	V							32
33	V							33
34	V							34
35	V							35
36	V							36
37	V							37
38	V							38
39	Total		\$			\$	\$ *	39

Sum\_6H

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STATE OF ILLINOIS

Page 6I

Facility Name &amp; ID Number HERITAGE MANOR-LITCHFIELD # 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01

## VII. RELATED PARTIES (continued)

- B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☐ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1	2	3 Cost Per General Ledger	4	5 Cost to Related Organization	6	7	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
Schedule V	Line	Item	Amount	Name of Related Organization	Percent of Ownership	Operating Cost of Related Organization		
15	V		\$			\$	\$	15
16	V							16
17	V							17
18	V							18
19	V							19
20	V							20
21	V							21
22	V							22
23	V							23
24	V							24
25	V							25
26	V							26
27	V							27
28	V							28
29	V							29
30	V							30
31	V							31
32	V							32
33	V							33
34	V							34
35	V							35
36	V							36
37	V							37
38	V							38
39	Total		\$			\$	\$ *	39

Sum\_6I

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Facility Name & ID Number HERITAGE MANOR-LITCHFIELD # 0041525 Report Period Beginning: 01/01/01 Ending: 12/31/01

## VII. RELATED PARTIES (continued)

## C. Statement of Compensation and Other Payments to Owners, Relatives and Members of Board of Directors.

**NOTE: ALL owners ( even those with less than 5% ownership) and their relatives who receive any type of compensation from this home must be listed on this schedule.**

	1 Name	2 Title	3 Function	4 Ownership Interest	5 Compensation Received From Other Nursing Homes*	6 Average Hours Per Work Week Devoted to this Facility and % of Total Work Week		7 Compensation Included in Costs for this Reporting Period**		8 Schedule V. Line & Column Reference	
						Hours	Percent	Description	Amount		
1	Bill Froelich	Chairman of Board	Management	25.98%	28,245	10	0.20	Directors Fee	\$ 1,506	line 18, col 7	1
2	Tom Jefferson	Asst Secretary/Treas	Management	10.15%	28,245	10	0.20	Directors Fees	1,508	line 18, col 7	2
3	Craig Hart	Secretary/Treasurer	Management	20.00%	28,245	10	0.20	Directors Fees	1,508	line 18, col 7	3
	Joe Warner	President	Management	2.50%	10,087	48	0.95	Directors Fees	539	line 18, col 7	
4	Bill Froelich	Chairman of Board	Management	25.98%	97,437	10	0.20	Salary	5,201	line 17, col 7	4
5	Tom Jefferson	Asst Secretary/Treas	Management	10.15%	95,853	10	0.20	Salary	5,118	line 17, col 7	5
6	Craig Hart	Secretary/Treasurer	Management	20.00%	80,988	10	0.20	Salary	4,324	line 17, col 7	6
7	Joe Warner	President	Management	2.50%	109,049	48	0.95	Salary	5,822	line 17, col 7	7
8	Bob Dickson	Executive Vice Presic	Management	0.80%	59,351	50	1.00	Salary	3,169	line 17, col 7	8
9	Cheryl Lowney	Executive Vice Presic	Management	0.31%	49,862	50	1.00	Salary	2,662	line 17, col 7	9
10	Steve Wannemacher	Executive Vice Presic	Management	0.26%	48,262	50	1.00	Salary	2,577	line 17, col 7	10
11	Connie Hoselton	Sr Vice President	Management	0.17%	33,159	40	1.00	Salary	1,770	line 17, col 7	11
12	Craig Ater	Sr Vice President	Management	0.21%	31,564	50	1.00	Salary	1,685	line 17, col 7	12
13								TOTAL	\$ 37,389		13

\* If the owner(s) of this facility or any other related parties listed above have received compensation from other nursing homes, attach a schedule detailing the name(s) of the home(s) as well as the amount paid. THIS AMOUNT MUST AGREE TO THE AMOUNTS CLAIMED ON THE THE OTHER NURSING HOMES' COST REPORTS.

\*\* This must include all forms of compensation paid by related entities and allocated to Schedule V of this report (i.e., management fees).  
FAILURE TO PROPERLY COMPLETE THIS SCHEDULE INDICATING ALL FORMS OF COMPENSATION RECEIVED FROM THIS HOME,  
ALL OTHER NURSING HOMES AND MANAGEMENT COMPANIES MAY RESULT IN THE DISALLOWANCE OF SUCH COMPENSATION.

Print Preview

Facility Name & ID Number HERITAGE MANOR-LITCHFIELD# 0041525

Report Period Beginning:

01/01/01Ending: 12/31/01

## VIII. ALLOCATION OF INDIRECT COSTS

Show Pgs 8A thru 8D

Show Pgs 8E thru 8I

Hide Pgs 8A thru 8I

A. Are there any costs included in this report which were derived from allocations of central office or parent organization costs? (See instructions.) YES ☒ NO ☐

Name of Related Organization

Heritage Enterprises

Street Address

115 W. Jefferson

City / State / Zip Code

Bloomington, IL

Phone Number

( )

Fax Number

( )

B. Show the allocation of costs below. If necessary, please attach worksheets.

	1 Schedule V Line Reference	2 Item	3 Unit of Allocation (i.e., Days, Direct Cost, Square Feet)	4 Total Units	5 Number of Subunits Being Allocated Among	6 Total Indirect Cost Being Allocated	7 Amount of Salary Cost Contained in Column 6	8 Facility Units	9 Allocation (col.8/col.4)x col.6	
1	1	Dietary	BEDS	2,328	23	\$ 71,961	\$ 71,961	102	\$ 3,153	1
2	2	Food Purchase	BEDS	2,328	23	0	0	102	0	2
3	3	Housekeeping	BEDS	2,328	23	0	0	102	0	3
4	4	Laundry	BEDS	2,328	23	0	0	102	0	4
5	5	Heat & Other Utilities	BEDS	2,328	23	29,301	0	102	1,284	5
6	6	Maintenance	BEDS	2,328	23	230,824	54,124	102	10,113	6
7	7	Other	BEDS	2,328	23	0	0	102	0	7
8	9	Medical Director	BEDS	2,328	23	0	0	102	0	8
9	10	Nursing & Medical Records	BEDS	2,328	23	0	0	102	0	9
10	11	Activities	BEDS	2,328	23	0	0	102	0	10
11	12	Social Service	BEDS	2,328	23	0	0	102	0	11
12	13	Nurse Aide Training	BEDS	2,328	23	43,025	0	102	1,885	12
13	14	Program Transportation	BEDS	2,328	23	0	0	102	0	13
14	15	Other	BEDS	2,328	23	0	0	102	0	14
15	17	Administrative	BEDS	2,328	23	637,854	637,854	102	27,947	15
16	18	Directors Fees	BEDS	2,328	23	99,885	0	102	4,376	16
17	19	Professional Services	BEDS	2,328	23	244,928	0	102	10,731	17
18	20	Fees, Subscription, Promotions	BEDS	2,328	23	94,145	0	102	4,125	18
19	21	Clerical & General Office Expense	BEDS	2,328	23	3,463,403	3,114,857	102	151,747	19
20	22	Employee Benefits & Payroll Tax	BEDS	2,328	23	491,614	0	102	21,540	20
21	23	Inservice Training & Education	BEDS	2,328	23	18,866	0	102	827	21
22	24	Travel and Seminar	BEDS	2,328	23	134,093	0	102	5,875	22
23	25	Other Admin. Staff Transportation	BEDS	2,328	23	0	0	102	0	23
24	26	Insurance-Prop.Liab.Malpract	BEDS	2,328	23	35,366	0	102	1,550	24
25	TOTALS					\$ 5,595,265	\$ 3,878,796		\$ 245,153	25

Print Preview

Facility Name & ID Number **HERITAGE MANOR-LITCHFIELD**# **0041525**

Report Period Beginning:

**01/01/01**

Ending:

**12/31/01**

## VIII. ALLOCATION OF INDIRECT COSTS

A. Are there any costs included in this report which were derived from allocations of central office or parent organization costs? (See instructions.) YES ☐ NO ☐

Name of Related Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_

B. Show the allocation of costs below. If necessary, please attach worksheets.

	1 Schedule V Line Reference	2 Item	3 Unit of Allocation (i.e.,Days, Direct Cost, Square Feet)	4 Total Units	5 Number of Subunits Being Allocated Among	6 Total Indirect Cost Being Allocated	7 Amount of Salary Cost Contained in Column 6	8 Facility Units	9 Allocation (col.8/col.4)x col.6	
	1	27 Other	BEDS	2,328	23	\$ 0	\$ 0	102	\$ 0	1
	2	30 Depreciation	BEDS	2,328	23	155,150	0	102	6,798	2
	3	31 Amortization of Pre-Op & Org	BEDS	2,328	23	0	0	102	0	3
	4	32 Interest	BEDS	2,328	23	(1,990)	0	102	(87)	4
	5	33 Real Estate Taxes	BEDS	2,328	23	0	0	102	0	5
	6	34 Rent-Facility & Grounds	BEDS	2,328	23	165,362	0	102	7,245	6
	7	35 Rent-Equipment & Vehicles	BEDS	2,328	23	345,363	0	102	15,132	7
	8	36 Other	BEDS	2,328	23	0	0	102	0	8
	9	38 Medically Nec Transportation	BEDS	2,328	23	0	0	102	0	9
	10	39 Ancillary Service Centers	BEDS	2,328	23	0	0	102	0	10
	11	40 Barber and Beauty Shops	BEDS	2,328	23	0	0	102	0	11
	12	41 Coffee and Gift Shops	BEDS	2,328	23	0	0	102	0	12
	13	42 Other	BEDS	2,328	23	0	0	102	0	13
	14									14
	15									15
	16									16
	17									17
	18									18
	19									19
	20									20
	21									21
	22									22
	23									23
	24									24
	25	TOTALS				\$ 663,885	\$		\$ 29,088	25

Facility Name & ID Number **HERITAGE MANOR-LITCHFIELD**# **0041525**

Report Period Beginning:

**01/01/01**

Ending:

**12/31/01**

## VIII. ALLOCATION OF INDIRECT COSTS

A. Are there any costs included in this report which were derived from allocations of central office or parent organization costs? (See instructions.) YES ☐ NO ☐

Name of Related Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_

B. Show the allocation of costs below. If necessary, please attach worksheets.

	1 Schedule V Line Reference	2  Item	3  Unit of Allocation (i.e.,Days, Direct Cost, Square Feet)	4  Total Units	5  Number of Subunits Being Allocated Among	6  Total Indirect Cost Being Allocated	7  Amount of Salary Cost Contained in Column 6	8  Facility Units	9  Allocation (col.8/col.4)x col.6	
1						\$	\$			1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25	TOTALS					\$	\$		\$	25

Facility Name & ID Number **HERITAGE MANOR-LITCHFIELD**# **0041525**

Report Period Beginning:

**01/01/01**

Ending:

**12/31/01**

## VIII. ALLOCATION OF INDIRECT COSTS

A. Are there any costs included in this report which were derived from allocations of central office or parent organization costs? (See instructions.) YES ☐ NO ☐

Name of Related Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_

B. Show the allocation of costs below. If necessary, please attach worksheets.

	1 Schedule V Line Reference	2  Item	3  Unit of Allocation (i.e.,Days, Direct Cost, Square Feet)	4  Total Units	5  Number of Subunits Being Allocated Among	6  Total Indirect Cost Being Allocated	7  Amount of Salary Cost Contained in Column 6	8  Facility Units	9  Allocation (col.8/col.4)x col.6	
1						\$	\$			1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25	TOTALS					\$	\$		\$	25

Facility Name & ID Number **HERITAGE MANOR-LITCHFIELD**# **0041525**

Report Period Beginning:

**01/01/01**

Ending:

**12/31/01****VIII. ALLOCATION OF INDIRECT COSTS**

A. Are there any costs included in this report which were derived from allocations of central office or parent organization costs? (See instructions.) YES ☐ NO ☐

Name of Related Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_

B. Show the allocation of costs below. If necessary, please attach worksheets.

1	2	3	4	5	6	7	8	9	
Schedule V Line Reference	Item	Unit of Allocation (i.e., Days, Direct Cost, Square Feet)	Total Units	Number of Subunits Being Allocated Among	Total Indirect Cost Being Allocated	Amount of Salary Cost Contained in Column 6	Facility Units	Allocation (col.8/col.4)x col.6	
1					\$	\$		\$	1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24
25	TOTALS				\$	\$		\$	25



Facility Name & ID Number **HERITAGE MANOR-LITCHFIELD**# **0041525**

Report Period Beginning:

**01/01/01**

Ending:

**12/31/01**

## VIII. ALLOCATION OF INDIRECT COSTS

A. Are there any costs included in this report which were derived from allocations of central office or parent organization costs? (See instructions.) YES ☐ NO ☐

Name of Related Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_

B. Show the allocation of costs below. If necessary, please attach worksheets.

	1 Schedule V Line Reference	2  Item	3  Unit of Allocation (i.e.,Days, Direct Cost, Square Feet)	4  Total Units	5  Number of Subunits Being Allocated Among	6  Total Indirect Cost Being Allocated	7  Amount of Salary Cost Contained in Column 6	8  Facility Units	9  Allocation (col.8/col.4)x col.6	
1						\$	\$			1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25	TOTALS					\$	\$		\$	25

Facility Name & ID Number HERITAGE MANOR-LITCHFIELD# 0041525

Report Period Beginning:

01/01/01

Ending:

12/31/01

## IX. INTEREST EXPENSE AND REAL ESTATE TAX EXPENSE

A. Interest: (Complete details must be provided for each loan - attach a separate schedule if necessary.)

1		2		3	4	5	6		7	8	9	10	
	Name of Lender	Related**		Purpose of Loan	Monthly Payment Required	Date of Note	Amount of Note		Maturity Date	Interest Rate (4 Digits)	Reporting Period Interest Expense		
		YES	NO				Original	Balance					
	A. Directly Facility Related Long-Term												
1	National City		XX	Mortgage	\$28,143.00	03/01/96	\$ 3,409,430	\$ 2,902,931	01/26/06	variable	\$ 257,185	1	
2	National City Loan Amortization		XX	Mortgage							5,766	2	
3	Central Office Allocation		XX	Interest Income							(87)	3	
4	Alpha Community Bank		xx			05/01/01	94,413	94,413	05/01/06	variable	5,193	4	
5												5	
	Working Capital												
6												6	
7											0	7	
8												8	
9	TOTAL Facility Related				\$28,143.00		\$ 3,503,843	\$ 2,997,344			\$ 268,057	9	
	B. Non-Facility Related*												
10	Interest Income										3	10	
11												11	
12												12	
13												13	
14	TOTAL Non-Facility Related						\$	\$			\$ 3	14	
15	TOTALS (line 9+line14)						\$ 3,503,843	\$ 2,997,344			\$ 268,054	15	

\* Any interest expense reported in this section should be adjusted out on page 5, line 14 and, consequently, page 4, col. 7.

(See instructions.)

\*\* If there is ANY overlap in ownership between the facility and the lender, this must be indicated in column 2.

(See instructions.)

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**IX. INTEREST EXPENSE AND REAL ESTATE TAX EXPENSE (continued)****B. Real Estate Taxes**

1. Real Estate Tax accrual used on 2000 report.		<b>Important, please see the next worksheet, "RE_Tax". The real estate tax statement and bill must accompany the cost report.</b>		\$	<b>54,465</b>	<b>1</b>
2. Real Estate Taxes paid during the year: (Indicate the tax year to which this payment applies. If payment covers more than one year, detail below.)				\$	<b>55,982</b>	<b>2</b>
3. Under or (over) accrual (line 2 minus line 1).				\$	<b>1,517</b>	<b>3</b>
4. Real Estate Tax accrual used for 2001 report. (Detail and explain your calculation of this accrual on the lines below.)				\$	<b>58,782</b>	<b>4</b>
5. Direct costs of an appeal of tax assessments which has NOT been included in professional fees or other general operating costs on Schedule V, sections A, B or C. <b>(Describe appeal cost below. Attach copies of invoices to support the cost and a copy of the appeal filed with the county.)</b>				\$		<b>5</b>
6. Subtract a refund of real estate taxes. You must offset the full amount of any direct appeal costs classified as a real estate tax cost plus one-half of any remaining refund. <b>TOTAL REFUND \$ _____ For 19 _____ Tax Year. (Attach a copy of the real estate tax appeal board's decision.)</b>				\$		<b>6</b>
7. Real Estate Tax expense reported on Schedule V, line 33. This should be a combination of lines 3 thru 6.				\$	<b>60,299</b>	<b>7</b>
Real Estate Tax History:						
Real Estate Tax Bill for Calendar Year:		1996	8			
		1997	9			
		1998	10			
		1999	11			
		2000	12			
				<b>FOR OHF USE ONLY</b>		
				13	FROM R. E. TAX STATEMENT FOR 2000 \$	13
				14	PLUS APPEAL COST FROM LINE 5 \$	14
				15	LESS REFUND FROM LINE 6 \$	15
				16	AMOUNT TO USE FOR RATE CALCULATION \$	16

**NOTES:**

1. Please indicate a negative number by use of brackets( ). Deduct any overaccrual of taxes from prior year.
2. If facility is a non-profit which pays real estate taxes, you must attach a denial of an application for real estate tax exemption unless the building is rented from a for-profit entity.  
**This denial must be no more than four years old at the time the cost report is filed.**

**Print Preview**

**IMPORTANT NOTICE**

TO: Long Term Care Facilities with Real Estate Tax Rates RE: 2000 REAL ESTATE TAX COST DOCUMENTATION

In order to set the real estate tax portion of the capital rate, it is necessary that we obtain additional information regarding your calendar 2000 real estate tax costs, as well as copies of your real estate tax bills for calendar 2000.

Please complete the Real Estate Tax Statement below and forward with a copy of your 2000 real estate tax bill to the Department of Public Aid, Office of Health Finance, 201 South Grand Avenue East, Springfield, Illinois 62763.

Please send these items in with your completed 2001 cost report. The cost report will not be considered complete until this statement and the corresponding real estate tax bills are filed. If you have an

To Print this page only

**Hold down  
Control Key and hit r**

**2000 LONG TERM CARE REAL ESTATE TAX STATEMENT**

FACILITY NAME HERITAGE MANOR-LITCHFIELD COUNTY MONTGOMERY

FACILITY IDPH LICENSE NUMBER 0041525

CONTACT PERSON REGARDING THIS REPORT CRAIG L. ATER

TELEPHONE ( 309 )823-7135 FAX #: ( )

**A. Summary of Real Estate Tax Cost**

Enter the tax index number and real estate tax assessed for 2000 on the lines provided below. Enter only the portion of the cost that applies to the operation of the nursing home in Column D. Real estate tax applicable to any portion of the nursing home property which is vacant, rented to other organizations, or used for purposes other than long term care must not be entered in Column D. Do not include cost for any period other than calendar year 2000.

(A)	(B)	(C)	(D)
<u>Tax Index Number</u>	<u>Property Description</u>	<u>Total Tax</u>	<u>Tax Applicable to Nursing Home</u>
1. <u>1600184800</u>	<u>HERITAGE MANOR-LITCHFIEL</u>	\$ <u>2,296</u>	\$ <u>2,296</u>
2. <u>1600169801</u>	<u>HERITAGE MANOR-LITCHFIEL</u>	\$ <u>142</u>	\$ <u>142</u>
3. <u>1600169100</u>		\$ <u>53,544</u>	\$ <u>53,544</u>
4. _____	_____	\$ _____	\$ _____
5. _____	_____	\$ _____	\$ _____
6. _____	_____	\$ _____	\$ _____
7. _____	_____	\$ _____	\$ _____
8. _____	_____	\$ _____	\$ _____
9. _____	_____	\$ _____	\$ _____
10. _____	_____	\$ _____	\$ _____
<b>TOTALS</b>		\$ <u><u>55,982</u></u>	\$ <u><u>55,982</u></u>

**B. Real Estate Tax Cost Allocations**

Does any portion of the tax bill apply to more than one nursing home, vacant property, or property which is not directly used for nursing home services? \_\_\_\_\_ YES xx NO

If YES, attach an explanation & a schedule which shows the calculation of the cost allocated to the nursing home. (Generally the real estate tax cost must be allocated to the nursing home based upon sq. ft. of space used.)

**C. Tax Bills**

Attach a copy of the 2000 tax bills which were listed in Section A to this statement. Be sure to use the 2000 tax bill which is normally paid during 2001.

**X. BUILDING AND GENERAL INFORMATION:**

<b>A. Square Feet:</b>	<b>33,800</b>	<b>B. General Construction Type:</b>	<b>Exterior</b>	<b>Frame</b>	<b>Number of Stories</b>
------------------------	---------------	--------------------------------------	-----------------	--------------	--------------------------

C. Does the Operating Entity? ☒ (a) Own the Facility ☐ (b) Rent from a Related Organization. ☐ (c) Rent from Completely Unrelated Organization.

**(Facilities checking (a) or (b) must complete Schedule XI. Those checking (c) may complete Schedule XI or Schedule XII-A. See instructions.)**

**D. Does the Operating Entity?**      ☐ (a) Own the Equipment      ☐ (b) Rent equipment from a Related Organization.      ☐ (c) Rent equipment from Completely Unrelated Organization.

**(Facilities checking (a) or (b) must complete Schedule XI-C. Those checking (c) may complete Schedule XI-C or Schedule XII-B. See instructions.)**

E. List all other business entities owned by this operating entity or related to the operating entity that are located on or adjacent to this nursing home's ground: (such as, but not limited to, apartments, assisted living facilities, day training facilities, day care, independent living facilities, nurse aide training facilities, etc.). List entity name, type of business, square footage, and number of beds/units available (where applicable)

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F. Does this cost report reflect any organization or pre-operating costs which are being amortized? ☐ YES ☐ NO  
If so, please complete the following:

**1. Total Amount Incurred:** \_\_\_\_\_ **2. Number of Years Over Which it is Being Amortized:** \_\_\_\_\_

**3. Current Period Amortization:** \_\_\_\_\_ **4. Dates Incurred:** \_\_\_\_\_

**Nature of Costs:**

(Attach a complete schedule detailing the total amount of organization and pre-operating costs.)

## XI. OWNERSHIP COSTS:

### A. Land.

	1	2	3	4	
	Use	Square Feet	Year Acquired	Cost	
1	Nursing Home		1996	\$ 19,316	1
2	Nursing Home				2
3	TOTALS			\$ 19,316	3

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**XI. OWNERSHIP COSTS (continued)**

**B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar.**

	1 Beds*	FOR OHF USE ONLY	2 Year Acquired	3 Year Constructed	4 Cost	5 Current Book Depreciation	6 Life in Years	7 Straight Line Depreciation	8 Adjustments	9 Accumulated Depreciation	
4	102				\$ 3,364,350	\$		\$	\$	\$	4
5											5
6											6
7											7
8											8
	<b>Improvement Type**</b>										
9	Symmons Mixing Valve			1997	2,000						9
10	Boiler			1997	5,612						10
11	Dinning Room Roof Repair			1997	2,755						11
12	Roof Repair			1997	3,280						12
13											13
14	Laundry Room Central Air			1996	3,019						14
15	Heritage Manor Sign			1996	2,173						15
16											16
17	Roof			1998	60,674						17
18	Booster Heater			1998	1,717						18
19	Heat/Cool Units			1998	3,433						19
20	Garbage Disposal			1998	730						20
21											21
22											22
23				0							23
24											24
25											25
26				1999	920						26
27	Recirculating Pump			1999	2,046						27
28	Plumbing repairs/Replacement			1999	10,045						28
29	Carpet			1999	2,335						29
30	Interior Painting--Materials and Labor				0						30
31	Water Heater										31
32											32
33											33
34	C/O Allocation							6,798	6,798		34
35	Book Depreciation					90,400		90,400		510,964	35
36					3,465,089						36

\* Total beds on this schedule must agree with page 4.

See Page 12A, Line 70 for total

\*\*Improvement type must be detailed in order for the cost report to be considered complete.

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0 Page 12B  
0 Page 12C  
0 Page 12D  
0 Page 12E  
0 Page 12F  
0 Page 12G  
0 Page 12H  
0 Page 12I

Facility Name & ID Number HERITAGE MANOR-LITCHFIELD

STATE OF ILLINOIS

# 0041525

Report Period Beginning:

01/01/01

Ending:

Page 12A

12/31/01

**XI. OWNERSHIP COSTS (continued)****B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar.**

1	3	4	5	6	7	8	9	
Improvement Type**	Year Constructed	Cost	Current Book Depreciation	Life in Years	Straight Line Depreciation	Adjustments	Accumulated Depreciation	
37 Rooftop A/C Unit	2000	3,348						37
38 Blacktop Walkway	2000	2,250						38
39 Gazebo	2000	7,675						39
40								40
41 A/C Unit	2001	3,879						41
42 Gazebo	2001	981						42
43								43
44								44
45								45
46								46
47								47
48								48
49								49
50								50
51								51
52								52
53								53
54								54
55								55
56								56
57								57
58								58
59								59
60								60
61								61
62								62
63								63
64								64
65								65
66								66
67								67
68								68
69								69
70 TOTAL (lines 4 thru 69)		\$ 18,133	\$ 90,400		\$ 97,198	\$ 6,798	\$ 510,964	70

\*\*Improvement type must be detailed in order for the cost report to be considered complete.

Print Preview

Facility Name & ID Number HERITAGE MANOR-LITCHFIELD# 0041525

Report Period Beginning:

01/01/01

Ending:

12/31/01**XI. OWNERSHIP COSTS (continued)****B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar.**

1 Improvement Type**		3 Year Constructed	4 Cost	5 Current Book Depreciation	6 Life in Years	7 Straight Line Depreciation	8 Adjustments	9 Accumulated Depreciation	
1	Totals from Page 12A, Carried Forward		\$ 18,133	\$ 0		\$ 0	\$	\$ 510,964	1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24
25									25
26									26
27									27
28									28
29									29
30									30
31									31
32									32
33									33
34	TOTAL (lines 1 thru 33)		\$ 18,133	\$ 0		\$ 0	\$ 0	\$ 510,964	34

\*\*Improvement type must be detailed in order for the cost report to be considered complete.

Print Preview



Facility Name & ID Number HERITAGE MANOR-LITCHFIELD# 0041525

Report Period Beginning:

01/01/01 Ending:12/31/01**XI. OWNERSHIP COSTS (continued)****B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar.**

1 Improvement Type**		3 Year Constructed	4 Cost	5 Current Book Depreciation	6 Life in Years	7 Straight Line Depreciation	8 Adjustments	9 Accumulated Depreciation	
1	Totals from Page 12B, Carried Forward		\$ 18,133	\$ 0		\$ 0	\$	\$ 510,964	1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24
25									25
26									26
27									27
28									28
29									29
30									30
31									31
32									32
33									33
34	TOTAL (lines 1 thru 33)		\$ 18,133	\$ 0		\$ 0	\$ 0	\$ 510,964	34

\*\*Improvement type must be detailed in order for the cost report to be considered complete.

Print Preview

Facility Name & ID Number HERITAGE MANOR-LITCHFIELD

STATE OF ILLINOIS

# 0041525

Report Period Beginning:

01/01/01 Ending:

Page 12D

12/31/01**XI. OWNERSHIP COSTS (continued)****B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar.**

1	3	4	5	6	7	8	9	
Improvement Type**	Year Constructed	Cost	Current Book Depreciation	Life in Years	Straight Line Depreciation	Adjustments	Accumulated Depreciation	
1 Totals from Page 12C, Carried Forward		\$ 18,133	\$ 0		\$ 0	\$	\$ 510,964	1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30								30
31								31
32								32
33								33
34 TOTAL (lines 1 thru 33)		\$ 18,133	\$ 0		\$ 0	\$ 0	\$ 510,964	34

\*\*Improvement type must be detailed in order for the cost report to be considered complete.

Print Preview

XI. OWNERSHIP COSTS (continued)

Hold down  
Control Key and hit t

B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar

1	3	4	5	6	7	8	9	
Improvement Type**	Year Constructed	Cost	Current Book Depreciation	Life in Years	Straight Line Depreciation	Adjustments	Accumulated Depreciation	
1 Totals from Page I2D, Carried Forward		\$ 18,133	\$ 0		\$ 0		\$ 510,964	1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30								30
31								31
32								32
33								33
34 TOTAL (lines 1 thru 33)		\$ 18,133	\$ 0		\$ 0	\$ 0	\$ 510,964	34

\*\*Improvement type must be detailed in order for the cost report to be considered complete.

XI. OWNERSHIP COSTS (continued)

Hold down

B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar

Control Key and hit w

1	3	4	5	6	7	8	9	
Improvement Type**	Year Constructed	Cost	Current Book Depreciation	Life in Years	Straight Line Depreciation	Adjustments	Accumulated Depreciation	
1 Totals from Page 12E, Carried Forward		\$ 18,133	\$ 0		\$ 0		\$ 510,964	1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30								30
31								31
32								32
33								33
34 TOTAL (lines 1 thru 33)		\$ 18,133	\$ 0		\$ 0	\$ 0	\$ 510,964	34

\*\*Improvement type must be detailed in order for the cost report to be considered complete.

Facility Name & ID Number **HERITAGE MANOR-LITCHFIELD**# **0041525**

Report Period Beginning:

**01/01/01**

Ending:

**12/31/01****XI. OWNERSHIP COSTS (continued)****C. Equipment Depreciation-Excluding Transportation. (See instructions.)**

	Category of Equipment	1 Cost	Current Book Depreciation 2	Straight Line Depreciation 3	4 Adjustments	Component Life 5	Accumulated Depreciation 6	
71	Purchased in Prior Years	\$ 270,621	\$ 37,774	\$ 37,774	\$		\$ 203,086	71
72	Current Year Purchases	16,831						72
73	Fully Depreciated Assets							73
74								74
75	TOTALS	\$ 287,452	\$ 37,774	\$ 37,774	\$		\$ 203,086	75

**D. Vehicle Depreciation (See instructions.)\***

	1 Use	Model, Make and Year 2	Year Acquired 3	4 Cost	Current Book Depreciation 5	Straight Line Depreciation 6	7 Adjustments	Life in Years 8	Accumulated Depreciation 9	
76				\$	\$	\$	\$		\$	76
77										77
78										78
79										79
80	TOTALS			\$	\$	\$	\$		\$	80

**E. Summary of Care-Related Assets**

	1 Reference	2 Amount	
81	Total Historical Cost (line 3, col.4 + line 70, col.4 + line 75, col.1 + line 80, col.4) + (Pages 12B thru 12I, if applicable)	\$ 3,789,990	81
82	Current Book Depreciation (line 70, col.5 + line 75, col.2 + line 80, col.5) + (Pages 12B thru 12I, if applicable)	\$ 128,174	82
83	Straight Line Depreciation (line 70, col.7 + line 75, col.3 + line 80, col.6) + (Pages 12B thru 12I, if applicable)	\$ 134,972	83
84	Adjustments (line 70, col.8 + line 75, col.4 + line 80, col.7) + (Pages 12B thru 12I, if applicable)	\$ 6,798	84
85	Accumulated Depreciation (line 70, col.9 + line 75, col.6 + line 80, col.9) + (Pages 12B thru 12I, if applicable)	\$ 714,050	85

**F. Depreciable Non-Care Assets Included in General Ledger. (See instructions.)**

	1 Description & Year Acquired	2 Cost	Current Book Depreciation 3	Accumulated Depreciation 4	
86		\$	\$	\$	86
87					87
88					88
89					89
90					90
91	TOTALS	\$	\$	\$	91

**G. Construction-in-Progress**

	Description	Cost	
92		\$	92
93			93
94			94
95		\$	95

\* Vehicles used to transport residents to & from day training must be recorded in XI-F, not XI-D.

\*\* This must agree with Schedule V line 30, column 8.

[Print Preview](#)

## XII. RENTAL COSTS

## A. Building and Fixed Equipment (See instructions.)

1. Name of Party Holding Lease: \_\_\_\_\_

2. Does the facility also pay real estate taxes in addition to rental amount shown below on line 7, column 4? \_\_\_\_\_

If NO, see instructions.

☐ YES☐ NO

		1 Year Constructed	2 Number of Beds	3 Date of Lease	4 Rental Amount	5 Total Years of Lease	6 Total Years Renewal Option*	
3	Original Building:				\$ 0			3
4	Additions							4
5								5
6								6
7	TOTAL				\$ **			7

8. List separately any amortization of lease expense included on page 4, line 34.

This amount was calculated by dividing the total amount to be amortized  
by the length of the lease \_\_\_\_\_.

9. Option to Buy:

☐

YES

☒

NO

Terms:

\*

## B. Equipment-Excluding Transportation and Fixed Equipment. (See instructions.)

15. Is Movable equipment rental included in building rental?

☐ YES☐ NO

16. Rental Amount for movable equipment: \$ 20,105

Description:

Copier, Cell Phone and Central Office Allocation

(Attach a schedule detailing the breakdown of movable equipment)

## C. Vehicle Rental (See instructions.)

	1 Use	2 Model Year and Make	3 Monthly Lease Payment	4 Rental Expense for this Period	
17			\$	\$	17
18					18
19					19
20					20
21	TOTAL		\$	\$	21

10. Effective dates of current rental agreement:

Beginning \_\_\_\_\_

Ending \_\_\_\_\_

11. Rent to be paid in future years under the current  
rental agreement:

Fiscal Year Ending

Annual Rent

12. \_\_\_\_\_/2001

\$

13. \_\_\_\_\_/2002

\$

14. \_\_\_\_\_/2003

\$

\* If there is an option to buy the building,  
please provide complete details on attached  
schedule.\*\* This amount plus any amortization of lease  
expense must agree with page 4, line 34.

Print Preview

Facility Name & ID Number HERITAGE MANOR-LITCHFIELD

#

0041525

Report Period Beginning:

01/01/01

Ending:

12/31/01

## XIII. EXPENSES RELATING TO NURSE AIDE TRAINING PROGRAMS (See instructions.)

## A. TYPE OF TRAINING PROGRAM (If aides are trained in another facility program, attach a schedule listing the facility name, address and cost per aide trained in that facility.)

1. HAVE YOU TRAINED AIDES  
DURING THIS REPORT  
PERIOD?☐ YES  
☐ NO2. CLASSROOM PORTION:

IN-HOUSE PROGRAM

☐

IN OTHER FACILITY

☐

COMMUNITY COLLEGE

☐

HOURS PER AIDE

3. CLINICAL PORTION:

IN-HOUSE PROGRAM

☐

IN OTHER FACILITY

☐

HOURS PER AIDE

If "yes", please complete the remainder  
of this schedule. If "no", provide an  
explanation as to why this training was  
not necessary.

## B. EXPENSES

## ALLOCATION OF COSTS (d)

		1	2	3	4
		Facility			
		Drop-outs	Completed	Contract	Total
1	Community College Tuition	\$		\$	\$
2	Books and Supplies		2,393		2,393
3	Classroom Wages (a)		3,502		3,502
4	Clinical Wages (b)				
5	In-House Trainer Wages (c)		0		
6	Transportation				
7	Contractual Payments				
8	Nurse Aide Competency Tests				
9	TOTALS	\$	\$ 5,895	\$	\$ 5,895
10	SUM OF line 9, col. 1 and 2 (e)	\$	5,895		

(a) Include wages paid during the classroom portion of training. Do not include fringe benefits.

(b) Include wages paid during the clinical portion of training. Do not include fringe benefits.

(c) For in-house training programs only. Do not include fringe benefits.

(d) Allocate based on if the aide is from your facility or is being contracted to be trained in your facility. Drop-out costs can only be for costs incurred by your own aides.

## C. CONTRACTUAL INCOME

In the box below record the amount of income your  
facility received training aides from other facilities.\$ 

## D. NUMBER OF AIDES TRAINED

COMPLETED	
1. From this facility	
2. From other facilities (f)	
DROP-OUTS	
1. From this facility	
2. From other facilities (f)	
TOTAL TRAINED	

(e) The total amount of Drop-out and Completed Costs for  
your own aides must agree with Sch. V, line 13, col. 8.(f) Attach a schedule of the facility names and addresses  
of those facilities for which you trained aides.

Print Preview

XIV. SPECIAL SERVICES (Direct Cost) (See instructions.)

1		2		3		4		5		6		7		8	
	Service	Schedule V Line & Column Reference	Staff		Outside Practitioner (other than consultant)		Supplies (Actual or Allocated)	Total Units (Column 2 + 4)	Total Cost (Col. 3 + 5 + 6)						
			Units of Service	Cost	Units	Cost									
1	Licensed Occupational Therapist	10a/3	hrs	\$			\$ 31,329	\$		\$ 31,329	1				
2	Licensed Speech and Language Development Therapist	10a/3	hrs				11,562			11,562	2				
3	Licensed Recreational Therapist		hrs								3				
4	Licensed Physical Therapist	10a/3	hrs				30,661	341		31,002	4				
5	Physician Care		visits								5				
6	Dental Care		visits								6				
7	Work Related Program		hrs								7				
8	Habilitation		hrs								8				
9	Pharmacy	39/3	# of prescripts					181,060		181,060	9				
10	Psychological Services (Evaluation and Diagnosis/ Behavior Modification)		hrs								10				
11	Academic Education		hrs								11				
12	Exceptional Care Program										12				
13	Other (specify):	39/3					3,548			3,548	13				
14	TOTAL			\$		\$	77,100	\$ 181,401		\$ 258,501	14				

NOTE: This schedule should include fees (other than consultant fees) paid to licensed practitioners. Consultant fees should be detailed on Schedule XVIII-B. Salaries of unlicensed practitioners, such as nurse aides, who help with the above activities should not be listed on this schedule.

Print Preview

pt adj -6551  
st adj 6438  
Ot adj -3755  
  
drugs 95977



**XV. BALANCE SHEET - Unrestricted Operating Fund.**

As of      12/31/01

(last day of reporting year)

This report must be completed even if financial statements are attached.

		1 Operating	2 After Consolidation*	
	<b>A. Current Assets</b>			
1	Cash on Hand and in Banks	\$ 19,601	\$	1
2	Cash-Patient Deposits	3,270		2
3	Accounts & Short-Term Notes Receivable-Patients (less allowance )	301,227		3
4	Supply Inventory (priced at )			4
5	Short-Term Investments			5
6	Prepaid Insurance	32,305		6
7	Other Prepaid Expenses			7
8	Accounts Receivable (owners or related parties)	331,540		8
9	Other(specify):			9
10	<b>TOTAL Current Assets (sum of lines 1 thru 9)</b>	\$ 687,943	\$	10
	<b>B. Long-Term Assets</b>			
11	Long-Term Notes Receivable			11
12	Long-Term Investments			12
13	Land	19,316		13
14	Buildings, at Historical Cost	3,483,222		14
15	Leasehold Improvements, at Historical Cost			15
16	Equipment, at Historical Cost	287,452		16
17	Accumulated Depreciation (book methods)	(714,050)		17
18	Deferred Charges			18
19	Organization & Pre-Operating Costs			19
	Accumulated Amortization -			
20	Organization & Pre-Operating Costs			20
21	Restricted Funds			21
22	Other Long-Term Assets (specify):			22
23	Other(specify):	26,159		23
24	<b>TOTAL Long-Term Assets (sum of lines 11 thru 23)</b>	\$ 3,102,099	\$	24
25	<b>TOTAL ASSETS (sum of lines 10 and 24)</b>	\$ 3,790,042	\$	25

		1 Operating	2 After Consolidation*	
	<b>C. Current Liabilities</b>			
26	Accounts Payable	\$ 45,490	\$	26
27	Officer's Accounts Payable			27
28	Accounts Payable-Patient Deposits	3,270		28
29	Short-Term Notes Payable			29
30	Accrued Salaries Payable	151,229		30
	Accrued Taxes Payable			
31	(excluding real estate taxes)	3,875		31
32	Accrued Real Estate Taxes(Sch.IX-B)	58,782		32
33	Accrued Interest Payable	18,146		33
34	Deferred Compensation			34
35	Federal and State Income Taxes			35
	<b>Other Current Liabilities(specify):</b>			
36		0		36
37				37
38	<b>TOTAL Current Liabilities (sum of lines 26 thru 37)</b>	\$ 280,792	\$	38
	<b>D. Long-Term Liabilities</b>			
39	Long-Term Notes Payable			39
40	Mortgage Payable	2,997,344		40
41	Bonds Payable			41
42	Deferred Compensation			42
	<b>Other Long-Term Liabilities(specify):</b>			
43				43
44				44
45	<b>TOTAL Long-Term Liabilities (sum of lines 39 thru 44)</b>	\$ 2,997,344	\$	45
46	<b>TOTAL LIABILITIES (sum of lines 38 and 45)</b>	\$ 3,278,136	\$	46
47	<b>TOTAL EQUITY(page 18, line 24)</b>	\$ 511,906	\$	47
48	<b>TOTAL LIABILITIES AND EQUITY (sum of lines 46 and 47)</b>	\$ 3,790,042	\$	48

\*(See instructions.)

Print Preview

		1 Total	
1	Balance at Beginning of Year, as Previously Reported	\$ 355,295	1
2	Restatements (describe):		2
3	audit Adjustment	(2)	3
4			4
5			5
6	Balance at Beginning of Year, as Restated (sum of lines 1-5)	\$ 355,293	6
	A. Additions (deductions):		
7	NET Income (Loss) (from page 19, line 43)	156,613	7
8	Aquisitions of Pooled Companies		8
9	Proceeds from Sale of Stock		9
10	Stock Options Exercised		10
11	Contributions and Grants		11
12	Expenditures for Specific Purposes		12
13	Dividends Paid or Other Distributions to Owners	( )	13
14	Donated Property, Plant, and Equipment		14
15	Other (describe)		15
16	Other (describe)		16
17	TOTAL Additions (deductions) (sum of lines 7-16)	\$ 156,613	17
	B. Transfers (Itemize):		
18			18
19			19
20			20
21			21
22			22
23	TOTAL Transfers (sum of lines 18-22)	\$	23
24	BALANCE AT END OF YEAR (sum of lines 6 + 17 + 23)	\$ 511,906	24 *

\* This must agree with page 17, line 47.

## STATE OF ILLINOIS

Page 19

Facility Name &amp; ID Number HERITAGE MANOR-LITCHFIELD

# 0041525

Report Period Beginning: 01/01/01

Ending: 12/31/01

**XVII. INCOME STATEMENT** (attach any explanatory footnotes necessary to reconcile this schedule to Schedules V and VI.) All required classifications of revenue and expense must be provided on this form, even if financial statements are attached.

**Note:** This schedule should show gross revenue and expenses. Do not net revenue against expense.

1		2	
	Revenue	Amount	
	<b>A. Inpatient Care</b>		
1	Gross Revenue -- All Levels of Care	\$ 3,305,775	1
2	Discounts and Allowances for all Levels	(304,384)	2
3	<b>SUBTOTAL Inpatient Care (line 1 minus line 2)</b>	\$ 3,001,391	3
	<b>B. Ancillary Revenue</b>		
4	Day Care	0	4
5	Other Care for Outpatients		5
6	Therapy	128,691	6
7	Oxygen		7
8	<b>SUBTOTAL Ancillary Revenue (lines 4 thru 7)</b>	\$ 128,691	8
	<b>C. Other Operating Revenue</b>		
9	Payments for Education		9
10	Other Government Grants		10
11	Nurses Aide Training Reimbursements	3,724	11
12	Gift and Coffee Shop	3,322	12
13	Barber and Beauty Care	13,642	13
14	Non-Patient Meals		14
15	Telephone, Television and Radio		15
16	Rental of Facility Space	0	16
17	Sale of Drugs	152,283	17
18	Sale of Supplies to Non-Patients		18
19	Laboratory		19
20	Radiology and X-Ray		20
21	Other Medical Services	6	21
22	Laundry		22
23	<b>SUBTOTAL Other Operating Revenue (lines 9 thru 22)</b>	\$ 172,977	23
	<b>D. Non-Operating Revenue</b>		
24	Contributions	0	24
25	Interest and Other Investment Income***	3	25
26	<b>SUBTOTAL Non-Operating Revenue (lines 24 and 25)</b>	\$ 3	26
	<b>E. Other Revenue (specify):****</b>		
27	<b>Settlement Income (Insurance, Legal, Etc.)</b>		27
28		0	28
28a			28a
29	<b>SUBTOTAL Other Revenue (lines 27, 28 and 28a)</b>	\$	29
30	<b>TOTAL REVENUE (sum of lines 3, 8, 23, 26 and 29)</b>	\$ 3,303,062	30

1		2	
	Expenses	Amount	
	<b>A. Operating Expenses</b>		
31	General Services	\$ 617,034	31
32	Health Care	1,325,215	32
33	General Administration	726,982	33
	<b>B. Capital Expense</b>		
34	Ownership	465,015	34
	<b>C. Ancillary Expense</b>		
35	Special Cost Centers	12,203	35
36	Provider Participation Fee		36
	<b>D. Other Expenses (specify):</b>		
37	<b>Non Nursing Home Revenue/Expense</b>	0	37
38			38
39			39
40	<b>TOTAL EXPENSES (sum of lines 31 thru 39)*</b>	\$ 3,146,449	40
41	<b>Income before Income Taxes (line 30 minus line 40)**</b>	156,613	41
42	<b>Income Taxes</b>		42
43	<b>NET INCOME OR LOSS FOR THE YEAR (line 41 minus line 42)</b>	\$ 156,613	43

\* This must agree with page 4, line 45, column 4.

\*\* Does this agree with taxable income (loss) per Federal Income Tax Return? \_\_\_\_\_ If not, please attach a reconciliation.

\*\*\* See the instructions. If this total amount has not been offset against interest expense on Schedule V, line 32, please include a detailed explanation.

\*\*\*\*Provide a detailed breakdown of "Other Revenue" on an attached sheet.

Print Preview

XVIII. A. STAFFING AND SALARY COSTS (Please report each line separately.)

(This schedule must cover the entire reporting period.)

		1	2**	3	4	
		# of Hrs. Actually Worked	# of Hrs. Paid and Accrued	Reporting Period Total Salaries, Wages	Average Hourly Wage	
1	Director of Nursing	1,793	1,984	\$ 37,771	\$ 19.04	1
2	Assistant Director of Nursing	1,464	1,558	20,740	13.31	2
3	Registered Nurses	3,072	3,195	52,362	16.39	3
4	Licensed Practical Nurses	12,894	14,010	211,133	15.07	4
5	Nurse Aides & Orderlies	72,808	77,509	662,069	8.54	5
6	Nurse Aide Trainees	600	600	3,502	5.84	6
7	Licensed Therapist					7
8	Rehab/Therapy Aides	1,749	1,964	19,317	9.84	8
9	Activity Director					9
10	Activity Assistants	3,092	3,294	39,327	11.94	10
11	Social Service Workers	5,556	6,040	64,808	10.73	11
12	Dietician					12
13	Food Service Supervisor					13
14	Head Cook					14
15	Cook Helpers/Assistants	16,160	17,174	129,371	7.53	15
16	Dishwashers					16
17	Maintenance Workers	3,667	4,023	40,266	10.01	17
18	Housekeepers	9,342	10,522	71,913	6.83	18
19	Laundry	5,417	6,010	38,996	6.49	19
20	Administrator	2,080	2,080	58,179	27.97	20
21	Assistant Administrator					21
22	Other Administrative					22
23	Office Manager					23
24	Clerical	5,264	5,814	59,177	10.18	24
25	Vocational Instruction					25
26	Academic Instruction					26
27	Medical Director					27
28	Qualified MR Prof. (QMRP)					28
29	Resident Services Coordinator					29
30	Habilitation Aides (DD Homes)					30
31	Medical Records					31
32	Other Health Care(specify)					32
33	Other(specify)					33
34	TOTAL (lines 1 - 33)	144,958	155,777	\$ 1,508,931 *	\$ 9.69	34

\* This total must agree with page 4, column 1, line 45.

\*\* See instructions.

B. CONSULTANT SERVICES

		1	2	3	
		Number of Hrs. Paid & Accrued	Total Consultant Cost for Reporting Period	Schedule V Line & Column Reference	
35	Dietary Consultant		\$		35
36	Medical Director		825		36
37	Medical Records Consultant		712		37
38	Nurse Consultant				38
39	Pharmacist Consultant		2,586		39
40	Physical Therapy Consultant				40
41	Occupational Therapy Consultant				41
42	Respiratory Therapy Consultant				42
43	Speech Therapy Consultant				43
44	Activity Consultant				44
45	Social Service Consultant		2,271		45
46	Other(specify)				46
47					47
48					48
49	TOTAL (lines 35 - 48)		\$ 6,394		49

C. CONTRACT NURSES

		1	2	3	
		Number of Hrs. Paid & Accrued	Total Contract Wages	Schedule V Line & Column Reference	
50	Registered Nurses	0	\$ 0		50
51	Licensed Practical Nurses	0	0		51
52	Nurse Aides	0	0		52
53	TOTAL (lines 50 - 52)		\$		53

Print Preview



## XIX-H. SUPPORT SCHEDULE - DEFERRED MAINTENANCE COSTS (which have been included in Sch. V, line 6, col. 3).

(See instructions.)

	1	2	3	4	5	6	7	8	9	10	11	12	13
	Improvement Type	Month & Year Improvement Was Made	Total Cost	Useful Life	Amount of Expense Amortized Per Year								
					FY1997	FY1998	FY1999	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005
1			\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
2													
3													
4													
5													
6													
7													
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Print Preview

Facility Name &amp; ID Number HERITAGE MANOR-LITCHFIELD

# 0041525

Report Period Beginning:

01/01/01

Ending:

12/31/01

## XX. GENERAL INFORMATION:

- (1) Are nursing employees (RN,LPN,NA) represented by a union? no
- (2) Are there any dues to nursing home associations included on the cost report?  
If YES, give association name and amount. Illinois Healthcare Association
- (3) Did the nursing home make political contributions or payments to a political organization? yes If YES, have these costs been properly adjusted out of the cost report? yes
- (4) Does the bed capacity of the building differ from the number of beds licensed at the end of the fiscal year? no If YES, what is the capacity? \_\_\_\_\_
- (5) Have you properly capitalized all major repairs and equipment purchases?  
What was the average life used for new equipment added during this period? yes  
7 years
- (6) Indicate the total amount of both disposable and non-disposable diaper expense and the location of this expense on Sch. V. \$ 5,000 Line \_\_\_\_\_
- (7) Have all costs reported on this form been determined using accounting procedures consistent with prior reports? yes If NO, attach a complete explanation.
- (8) Are you presently operating under a sale and leaseback arrangement?  
If YES, give effective date of lease. \_\_\_\_\_
- (9) Are you presently operating under a sublease agreement? \_\_\_\_\_ YES xx NO
- (10) Was this home previously operated by a related party (as is defined in the instructions for Schedule VII)? YES \_\_\_\_\_ NO xx If YES, please indicate name of the facility, IDPH license number of this related party and the date the present owners took over  
\_\_\_\_\_
- (11) Indicate the amount of the Provider Participation Fees paid and accrued to the Department of Public Aid during this cost report period. \$ 55,845  
This amount is to be recorded on line 42 of Schedule V.
- (12) Are there any salary costs which have been allocated to more than one line on Schedule V for an individual employee? no If YES, attach an explanation of the allocation.

- (13) Have costs for all supplies and services which are of the type that can be billed to the Department of Public Aid, in addition to the daily rate, been properly classified in the Ancillary Section of Schedule V? yes
- (14) Is a portion of the building used for any function other than long term care services for the patient census listed on page 2, Section B? no For example, is a portion of the building used for rental, a pharmacy, day care, etc.) If YES, attach a schedule which explains how all related costs were allocated to these functions
- (15) Indicate the cost of employee meals that has been reclassified to employee benefit on Schedule V. \$ 0 Has any meal income been offset against related costs? yes Indicate the amount. \$ 2,800
- (16) Travel and Transportation  
a. Are there costs included for out-of-state travel? no  
If YES, attach a complete explanation.  
b. Do you have a separate contract with the Department to provide medical transportation for residents? \_\_\_\_\_ If YES, please indicate the amount of income earned from such a program during this reporting period. \$ \_\_\_\_\_  
c. What percent of all travel expense relates to transportation of nurses and patients? 100%  
d. Have vehicle usage logs been maintained? yes  
e. Are all vehicles stored at the nursing home during the night and all other times when not in use? yes  
f. Has the cost for commuting or other personal use of autos been adjusted out of the cost report?  
**g. Does the facility transport residents to and from day training?** \_\_\_\_\_  
**Indicate the amount of income earned from providing such transportation during this reporting period.** \$ \_\_\_\_\_
- (17) Has an audit been performed by an independent certified public accounting firm?  
Firm Name: Sulaski & Webb The instructions for the cost report require that a copy of this audit be included with the cost report. Has this copy been attached? no If no, please explain. **Not complete as of the filing date.**
- (18) Have all costs which do not relate to the provision of long term care been adjusted out of Schedule V? yes
- (19) If total legal fees are in excess of \$2500, have legal invoices and a summary of services performed been attached to this cost report? yes  
Attach invoices and a summary of services for all architect and appraisal fees.

